



CCOC is looking for a motivated and detail-oriented Capital Projects Manager to keep our buildings in the best possible shape for our tenants.

Are you the right fit for our team? The Capital Projects Manager is responsible for implementing and administering all of CCOC's special maintenance and capital repairs projects, including disaster recovery projects.

We're in search of a confident leader who sees both the big picture of building maintenance and the micro-level tasks that go into ensuring their smooth operation for years to come. You're someone who's as comfortable working with schedules and budgets in the office as you are on a construction site. You're at ease talking to diverse groups of people including tenants, funders, and contractors.

Our ideal candidate has both post-secondary education in construction as well as 5-8 years of practical experience in the field. You should have a working knowledge of construction scopes and activities, scheduling, project management and contract software. Preference will be given to candidates with skills in additional languages, and candidates with personal or professional experience with marginalized communities.

Does this sound like you? Apply to be our next Capital Projects Manager today! CCOC is a progressive employer of choice that values diversity, collaboration, inclusive and open decision-making, innovation, creativity and sustainability in all that we do.

Compensation: Starting at \$61,843 plus benefits including OMERS pension *

Application deadline: 10:00 am Wednesday, December 5, 2018

Forward resume and cover letter by email to [hiring@cchohousing.org](mailto: hiring@cchohousing.org). Your cover letter should specifically address how you meet the education, experience, competencies and skills listed in this job description. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. Interviews will be held on Wednesday, December 12, 2018.

** Please note CCOC is currently conducting a compensation review and salary may change in the future.*

Capital Projects Manager

REPORTS TO: Director, Facilities Management

DEPARTMENT: Maintenance

DATE APPROVED: November 12, 2018

SUMMARY OF POSITION

Responsible for implementing and administering special maintenance and capital repair projects, including disaster recovery projects; maintains and updates the capital plan.

This position supports the work of Centretown Citizens Ottawa Corporation, Centretown Citizens Housing Co-Operative and Cahdco (Centretown Affordable Housing Development Corporation).

JOB RESPONSIBILITIES

1. Manage capital repair projects by:

- Scheduling capital repair projects throughout the year to maximize efficiency and minimize cost
- Ensuring the preparation of plans, specifications, and scopes of work for projects, arranging for permits if required
- Arranging the tender of contracts, assessing bids received, and preparing and or reviewing contract documents
- Overseeing the execution of contracts, performing site inspections and deficiency follow-up
- Recommending payment of invoices and release of holdbacks
- Coordinating accommodations for tenant needs during a project
- Being responsible for all site safety for ongoing projects
- Being responsible for risk management for all capital plans and projects.

2. Analyses expenses and prepares reports and budgets for submission to the Director of Facilities Management by:

- Reviewing and summarizing annual building inspections
- Identifying potential major capital projects and preparing estimates of costs and benefits of same
- Preparing draft capital works budgets for all properties and providing required analysis for review by the Director of Facilities Management and Facilities

Management Committee

- Maintaining a long-term capital plan, and all costs related to specific projects and updating the plan at the completion of each project.

3. Responds to emergency capital repairs by:

- Assessing damage as soon as possible after emergency events, such as floods and fires and updating the Director of Facilities Management and Executive Director as required
- Working with tenants to arrange emergency accommodation if needed
- Working with insurance adjustors as needed to devise a repair plan
- Overseeing repair work as required, monitoring costs and ensuring prompt reinstatement.

4. Provides information and resource services by:

- Identifying and securing funding opportunities, including performing any reporting required
- Collaborating with the Director of Facilities Management for the purposes of evaluating and prioritizing major capital projects
- Scheduling and ensuring appropriate resources for planned projects
- Keeping informed of other relevant regulations as outlined in the building, property standards, and fire safety codes, and all standard Health and Safety practices and regulations
- Assisting the Director of Facilities Management in establishing new or revised procedures pertaining to the implementation of capital repairs and informing staff of same
- Communicating with tenants on the status of work and attending meetings, including from time to time Facilities Management Committee meetings, tenant/building meetings
- Providing regular report on the status of capital projects to the Facilities Management Committee

5. Perform such other duties as may from time to time be assigned by the Director of Facilities Management or the Executive Director.

KNOWLEDGE AND EXPERIENCE

- Post-secondary degree or equivalent in engineering, project management, architectural/engineering technology, or other relevant area
- 6 years progressively responsible relevant experience
- Project management certification would be an asset
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements
- Continuous updating of job knowledge especially with respect to changes in building codes, mechanical systems, property standards and landlord-tenant legislation, management techniques by regularly attending workshops, conferences, seminars, self-study
- Valid Ontario Class G Driver's License and access to a working vehicle.

Demonstrated ability to:

- Use various software including word processing, spreadsheet, project management, electronic mail and calendaring
- Solve problems involving external contractors, tenants, staff, by: gathering and analyzing information from a range of sources, probing for information to determine the true nature of the problem
- Communicate effectively and concisely, both orally and in writing to staff, contractors, tenants, including drafting documents.